Information Technology Project Management

Job Code	Job Title	Pay Grade
1620P3	IT Project Analyst	32

CONCEPT:
This is on-going project management oversight and analysis work for various approved information technology projects and serving various user groups. Work activities are influenced by Kansas information technology project management methodologies, and Information Technology Executive Counsel (ITEC) policies and procedures, agency strategic plans and goals, and the annual agency information technology management and budget plan.

TASKS

- Provides support for the project plan and budget by tailoring methodology to reflect project needs.
- Assists agencies in the development of project plans, budget requests, and project management procedures.
- Evaluates project plans for compliance with architecture, standards, policies and guidelines.
- Consults with agency business and information technology managers regarding plans and progress of projects.
- Provides information technology project oversight to agency information technology managers for compliance with information technology project planning guidelines, standards, policies and methodologies.
- Coordinates and provides reporting on projects greater than $250,000.00
- Manages the information technology project plan and coordinates the work of project staff working on the project.
- May make or participate in recommendations for equipment acquisition by identifying both the budgetary and technological impact on agency programs.
- May represent the project at conferences and meetings with personnel in the same agency and system users.
- Tracks project progress against established timeline and budget.
- Identifies and reports on project deficiencies including performing risk assessments.
- May provide information technology project management support for testing prior to project implementation.
- May give project related briefings as requested.

LEVELS OF WORK

IT Project Analyst: Responsible for providing specialized project management activities on multiple agency project plans, risk management, configuration management, and quality assurance to agency information technology and business managers. May prepare reports to track progress and ensuring compliance of information technology projects with state policies, guidelines, and objectives. Analytical thought becomes important at this level due to increased data, changing technical and best practices in the industry, and changing situations. Costs due to errors may be significant and communications skills become an important requirement at this level. Work is performed under direction, periodically checked for progress and conformance to established policies and requirements.

Minimum Qualifications: Bachelor's degree and two years experience with IT related project management or four years experience with IT related project management. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Must possess a Kansas IT Project Management Methodology Certification or a traditional IT Project Management Methodology Certification or obtain certification within one year of employment. Some positions in this class series may require a secruity clearance at the time of appointment.

REV: 04/08
NC: 08/05
REV: 06/10
REV: 7/17